



Montana Department of LABOR & INDUSTRY

Division: Workforce Services Division

Category: WIOA

Effective Date: TBD

Last Revised: N/A

Policy No.: TBD

Stolen or Forged Check Policy

Scope: This policy applies to all service providers operating WIOA Title I, WIOA Title I program manager(s), WIOA fiscal officers, the State Wide Innovation and Workforce Board (SWIB), and the Division Management Services Bureau (DMS). This policy is effective (insert date upon SWIB approval.)

Policy:

- Non-state providers must have a policy in place that addresses stolen or forged checks. The non-state provider must also immediately notify DMS, at DLIWSDFiscal@mt.gov, of the stolen or forged check.
- If a check has been lost or destroyed, the payee must fill out the State Financial Services Division's [Standard Reissue form](#). Upon completion the payee shall return the form to DMS, who will forward it to the Warrant Writer Unit.
- If the payee recovers an original check after they have furnished a statement of non-receipt, the payee shall notify the issuing agency immediately. In the event the replacement check has been received prior to the recovery of the original check, the original check shall be returned immediately to the agency. Under no circumstances should the payee attempt to cash both the original and replacement check.
- In the event of a stolen and/or forged check:
 - If the check has been stolen but redeemed, the payee must fill out the State Financial Services Division's [Standard Reissue form](#). Upon completion the payee shall return the form to DMS, who will forward it to the Warrant Writer Unit to stop payment on the initial check and reissue a new check.
 - If the check is suspected to have been forged:
 - DMS will use the [Copy of Cashed Warrant form](#) to obtain a copy of the cashed check;
 - The copy of the cashed check will be provided to the payee to verify the forgery;
 - Upon confirmation of forgery DMS will notify the Warrant Writer Unit;
 - The Warrant Writer Unit will then begin communication with both the payee and the bank to pursue the issue.
 - After following the above steps, a new check may be issued.

Monitoring and Evaluation:

- A formal monitoring will be conducted on an annual basis by the entity designated by SWIB.